

CAPABILITY (MANAGING POOR PERFORMANCE) PROCEDURE

Employee:

Manager:

Date commenced

	✓ or ×	DATE
Supervisor Level - informal action		
Discuss action to improve performance	<input type="checkbox"/>	
Set targets	<input type="checkbox"/>	
Identify support needed	<input type="checkbox"/>	
Set review date	<input type="checkbox"/>	
Performance improved	<input type="checkbox"/>	
No further steps taken	<input type="checkbox"/>	
Verbal reprimand OR	<input type="checkbox"/>	
Verbal warning (authorised by Designated Officer)	<input type="checkbox"/>	
Discuss action to improve performance	<input type="checkbox"/>	
Identify support needed	<input type="checkbox"/>	
Set targets	<input type="checkbox"/>	
Set review date	<input type="checkbox"/>	
Reprimand/warning/proposed action placed on supervision file	<input type="checkbox"/>	
Performance improved - no further steps taken	<input type="checkbox"/>	
Performance not improved - refer to Designated Officer	<input type="checkbox"/>	
Designated Officer level		
STAGE 1 - Formal procedure/hearing	<input type="checkbox"/>	
Letter sent	<input type="checkbox"/>	
<u>Hearing</u>		
Problem restated	<input type="checkbox"/>	
Employee asked to provide explanation for poor performance	<input type="checkbox"/>	
Meeting adjourned for Designated Officer decision	<input type="checkbox"/>	
Designated Officer confirms decision and issues any written warning	<input type="checkbox"/>	
Discuss action to improve performance	<input type="checkbox"/>	
Identify support needed	<input type="checkbox"/>	
Set any additional targets	<input type="checkbox"/>	
Set review date	<input type="checkbox"/>	
Hearing decision confirmed in writing within 5 working days	<input type="checkbox"/>	
Performance improved - no further steps taken	<input type="checkbox"/>	
Performance not improved - refer back to Designated Officer	<input type="checkbox"/>	

	✓ or ×	DATE
STAGE 2 - Referred back to Designated Officer		
Hearing arranged	<input type="checkbox"/>	
Employee's explanation heard	<input type="checkbox"/>	
Final written warning considered	<input type="checkbox"/>	
Authorised Designated Officer issues a final written warning	<input type="checkbox"/>	
Warning confirmed in writing within 5 working days	<input type="checkbox"/>	
Discuss action to improve performance	<input type="checkbox"/>	
Identify support needed	<input type="checkbox"/>	
Set review date	<input type="checkbox"/>	
Alternative employment offered	<input type="checkbox"/>	
Alternative employment accepted	<input type="checkbox"/>	
Four week trial period	<input type="checkbox"/>	
No alternative employment or offer rejected	<input type="checkbox"/>	
Performance improved - no further steps taken	<input type="checkbox"/>	
Performance not improved - matter referred to Head of Service (Corporate Director if Head of Service was the Designated Officer) for Stage 3	<input type="checkbox"/>	
STAGE 3 - Referral to Head of Service or Corporate Director	<input type="checkbox"/>	
Hearing arranged	<input type="checkbox"/>	
Employee's explanation heard	<input type="checkbox"/>	
Decision made:		
Monitoring continues	<input type="checkbox"/>	
Dismissal considered OR	<input type="checkbox"/>	
Alternative employment offered	<input type="checkbox"/>	
Alternative employment accepted	<input type="checkbox"/>	
Four week trial period	<input type="checkbox"/>	
No alternative employment or offer rejected	<input type="checkbox"/>	
Employee dismissed on grounds of capability poor performance	<input type="checkbox"/>	
Dismissal confirmed in writing within 5 working days	<input type="checkbox"/>	
Employee advised of right of appeal	<input type="checkbox"/>	